

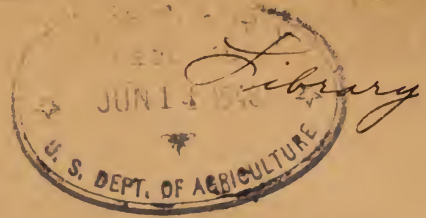
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Reserve

June 28, 1944

COTTON AND FIBER BRANCH MEMORANDUM NO. C-6 (Revised)

Procedure for Preparing Report on Quality of Carry-over

The Secretary of Agriculture is authorized and directed "to collect and publish annually - - - statistics or estimates concerning the grade and staple length of stocks of cotton, known as the carry-over, on hand on the 1st of August of each year in warehouses and other establishments of every character in the continental United States; - - -" by Public - No. 740 - 69th Congress (7 U.S.C. 471-476).

The need for prompt and accurate information on the quality of the carryover is greatly increased by the many problems arising out of the war. For this and other reasons it is imperative that every practical means be taken to insure dependable and timely quality statistics relating to stocks of cotton.

Information obtained in connection with the determination of the quality of the carry-over is confidential. Attention is directed to section 2 of the Act which provides that the information furnished by an individual establishment shall be considered as strictly confidential and shall be used only for the statistical purpose for which it is supplied. Penalties are prescribed for unauthorized disclosure of such information.

The procedure for obtaining accurate information on the grade and staple length of the carry-over is outlined as follows: (1) Carry-over schedules will be prepared and mailed by the Branch to mills, merchants, warehouses, and others ordinarily having cotton on hand at the end of the season. (2) Plans will be submitted by Area offices for handling the carry-over work in advance of July 15. (3) Representative samples of cotton in mill stocks and public storage, except government controlled stocks, will be classed in each region during the period July 15 through August 15. (4) Carry-over lists showing the name, address and schedule number of mills, warehouses, and owners will be prepared by the Branch and furnished each Area office not later than July 15. (5) As schedules are received from reporting establishments shortly after August 1, they will be sent as promptly as possible to classers in each territory by the field office. (6) Classers will make proper notations on schedules and attach work sheets for adjusting the quality of stocks in accordance with the official classification for each quality reported. (7) Classers will return schedules promptly to Area offices. (8) Area offices will send schedules to the Branch as soon as proper adjustments have been made by classers and necessary information entered on carry-over lists. (9) When a representative sample of stocks in each territory has been classed and the appropriate information entered and summarized by the Area office to show percentage of stocks classed, etc., carry-over lists will be returned to the Branch. (10) The Branch will tabulate the data received on the various schedules and release a report on the quality of the carry-over.

### Carry-over Schedules

1. Three separate carry-over schedules will be prepared and mailed to reporting establishments by the Statistical and Quality Improvement Division of the Branch. The schedule (1) Form CB-95 will be mailed to mills; (2) Form CB-94 to owners of cotton other than mills; and (3) Form CB-96 to warehouses. An envelope addressed to the appropriate field office will be enclosed for returning each schedule sent out. Important: If any establishments having sizable quantities of cotton on hand or in storage are found not to be on the carryover list such establishments should be added to the list, assigned a schedule number and a check of the stock made in the usual manner.

### Area Office Plans

2. Each Area office will submit a plan of operation to the Statistical and Quality Improvement Division showing the following information: (1) Office to which schedules are to be returned by reporting establishments for each area. (2) Classing personnel (a) available and (b) required to complete the job within the allotted time. (3) Cars (a) available and (b) required. (4) Plans for effectively using cars available. (5) Estimates of approximate funds required for (a) subsistence and (b) travel, including car expense; (c) temporary classers. (6) Other pertinent information with which the Branch may be concerned.

### Classing Representative Samples

3. (a) Work will be started on the classification of representative samples of cotton in the carry-over not later than July 15. In order to begin work prior to the receipt of carry-over schedules a list of all reporting establishments will be supplied to each regional office so that arrangements may be made for finishing work in each area covered and avoiding unnecessary travel. For work done prior to receipt of schedules the quality assigned to each lot of mill and merchant stocks by the owner will be obtained and systematically recorded by the classer and representative samples of each lot classed and recorded. The classer will keep an accurate record of the classification of each sample representing "free" cotton in warehouses. All such records will be held by the classer until the schedule for the establishment is received for adjustment. After proper adjustments have been made the classer's records used for making adjustments will be attached to the schedule and returned promptly to the Area office.

(b) For establishments where cotton is classed after schedules have been received the procedure will be the same as that outlined above except that information on the quality assigned to each lot need not be obtained from mills or merchants by the classer.

(c) Representative samples will be classed from all stocks of cotton except (1) certificated stocks; (2) government controlled stocks; and (3) small stocks in inaccessible areas. A minimum of 85 percent of mill stocks will be checked in each State having more than 10,000 bales in mill storage. Likewise a minimum of 85 percent of "free" cotton will be checked in each State having more than 10,000 bales of "free" cotton in storage. Samples from 5 percent of the bales of upland cotton in each quality designation or lot reported by owners or mills and of "free" stocks of upland in warehouses will be classed in all establishments checked. Variations either up or down from 5 percent should be kept to a minimum. In some cases, however, classers may have reason to believe that 5 percent is too small to be representative and in such instances a larger proportion



should be checked. On the other hand, it may be a waste of time to class 5 percent of some even running lots of cotton for which samples are available and a smaller percentage may be adequate in such cases. Classers will in all cases secure an adequate representative sample and specify the number of samples classed in each instance. American-Egyptian, sea-island, and foreign growths will be checked by the same procedure as that used for upland except that 10 percent of these growths will be checked.

(d) Area offices will be furnished figures on stocks by States by the Statistical and Quality Improvement Division.

(e) Where cotton is stored in one Area and samples are available in another Area the chairman of the field office where the cotton is stored will request the chairman of the field office where the samples are stored to check the samples. Such chairman will class the cotton and return the required information to the office making such request. The office where the cotton is stored will be responsible for reporting the cotton and for handling all paper work with respect to it, except that incident to checking the samples.

#### Carry-over Lists

4. Information required on the carry-over lists received from the Branch will be filled out by Area offices.

#### Distribution of Schedules Received from Reporting Establishments

5. Area offices may designate field offices to receive schedules from reporting establishments for distribution to classers engaged in checking stocks.

#### Recording and Adjusting Quality Data

6. In classing warehouses, mill, or owners' stock, classers are urged to use tally sheets rather than the class sheets used last year. Area offices may mimeograph a supply of tally sheets from an example which will be furnished each office.

(a) All quality designations will be recorded in symbols for grade and code numbers for staple length as set forth in Cotton and Fiber Branch Memorandum No. C-3. Separate sheets will be used for each establishment and for each growth and each sheet will show the following information: (1) name and address of establishment; (2) date classed; (3) schedule number; (4) number of bales in storage; (5) number of samples classed; (6) bales represented by samples classed; (7) complete quality description of each sample classed, i.e. growth, grade (including color), staple length in 32nd inches, preparation by length groups, i.e., 1-3/32" and shorter and 1-1/8" and longer; (8) reductions in grade or staple (other than for preparation); (9) signature of classer.

(b) If class sheets are used grade symbols (including color) for upland cotton will be recorded in column 1, reductions in grade in column 2, staple length including reductions in column 3. Growth for American-Egyptian, sea-island, and foreign (including varieties of Egyptian cotton if available) will be recorded in column 1. Grade symbols for American-Egyptian, sea-island, and foreign cotton classed for grade, will be shown in column 2. Classers will determine the grade of imported Egyptian (including Sudanese), Peruvian Pima, and other long staple cotton except sea-island, in terms of official American-Egyptian (SxP)

standards. Imported sea-island (including Puerto Rican) will be classed in terms of the official United States Standards for sea-island. Imported Mexican, Peruvian Tanguis, Brazilian, and other imported "saw-ginned" growths, except Indian and Chinese will be classed in terms of the official standards for upland cotton. The grade will not be determined for imported Indian and Chinese cotton. Length of staple for American-Egyptian, sea-island, and foreign cotton will be shown, in code, in column 3. Do not write in remarks column.

(c) Precautions: Be sure to show (1) reductions for rough preparation; (2) all other reductions in either grade or staple length; (3) non-rain grown cotton; and (4) odd thirty-seconds for upland. In some years the proportion of 29/32" and 31/32" reported in the carry-over has been relatively small in both mill and public storage stocks. When tally sheets are used they are to be tallied, and counted, and added both ways to be sure they check before being submitted to the field office. If one tally sheet does not have enough spaces to include all grades or staple lengths found in the establishment an extension can be made on a second sheet. All tally or class sheets used for each establishment must be clipped securely to the original schedule and submitted to the Statistical and Quality Improvement Division. (d) Use of tally sheets is recommended for all classing records but in cases where this procedure is impractical the following method may be used. The classer will write an identification number for each lot or quality. For example if the mill schedule shows:

| <u>Number of<br/>bales</u> | <u>Grade</u> | <u>Color</u> | <u>Staple<br/>(inches)</u> |
|----------------------------|--------------|--------------|----------------------------|
| 200                        | M            | W            | 1-1/8                      |
| 200                        | SM           | W            | 1                          |

The classer will number the lots 1 and 2, respectively, and adjustments might be shown as follows:

|       | <u>Percent (or)</u> | <u>Bales</u> | <u>Grade</u> | <u>Staple<br/>(inches)</u> |
|-------|---------------------|--------------|--------------|----------------------------|
| Lot 1 | 20                  | 40           | M            | 1-1/16                     |
|       | 65                  | 130          | M            | 1-3/32                     |
|       | 15                  | 30           | SM           | 1-1/8                      |
| Lot 2 | 38                  | 75           | SM           | 15/16                      |
|       | 12                  | 25           | M            | 31/32                      |
|       | 50                  | 100          | SM           | 1                          |

The work sheet showing these adjustments will be attached to the schedule. Adjustments may be shown either in bales or in percentages but be sure that percentages add to 100 and if bales are used that total bales add to totals for each lot. Be sure to identify lots of certificated cotton listed by merchants and do not check such cotton. Where cotton is checked prior to receipt of schedule, be sure to attach original record sheets to schedule and make adjustments for each lot checked. If qualities appear on the schedule for which no check was made adjustments will not be made by the classer. Show number of samples classed for each quality (each grade and staple length "combination").



### Schedules Returned Promptly

7. When schedules are received after establishments have been checked, the classer will make the proper adjustments and return schedules promptly to the Area office. Other schedules will be returned promptly after being checked. Under no circumstances will the return of schedules be delayed more than one day after schedules have been received and stocks checked.

### Schedules Mailed to Washington

8. Area offices will be responsible for entering the required information on carry-over lists and for promptly mailing adjusted schedules to the Statistical and Quality Improvement Division.

### Carry-over Lists Mailed to Washington

9. Carry-over lists will be returned to the Statistical and Quality Improvement Division as soon as all cotton in the State to which the lists relate has been checked and the lists completed, summarized, and percentage of stocks classed shown. These lists should be used to determine compliance with instructions in paragraph 3.

### Carry-over Report

10. It is important that the work on the carry-over be completed by August 15, so that the carry-over report may be issued as soon as possible after August 1.

### Collection of Samples by Field Representatives

11. Field representatives (fieldmen) may be authorized by Area offices to hire laborers to draw samples of "free" warehouse stocks and to ship samples to classing offices at government expense if this expedites the work. If warehousemen specifically request that samples be returned they may be returned collect unless labor is furnished by the warehouseman for drawing samples without cost to the government in which event samples will be returned at government expense.

### Delinquent Schedules

12. Schedules not received from reporting establishments by August 10, will be requested in person, by telegram, or by registered mail. Area offices will be furnished a supply of blank schedules for this purpose. A list of all establishments failing to respond to such requests will be submitted to the Statistical and Quality Improvement Division along with appropriate evidence, comments, and recommendations not later than September 1.

*Rodney Whitaker*

